



Royal Mail Tracked Reporting

How to create a Sales Order Summary Report



RM Tracked Reporting – How to create a Sales Order Summary Report

As a Royal Mail Tracked customer, you have access to a Tracked Reporting tool via your OBA account, which provides you with a range of enhanced reports.

It allows you to view detailed management reports, as well as your Royal Mail Tracked parcel activity.

Logging in via OBA

You can view your reports via your OBA account which is accessed on www.royalmail.com.

- Scroll down & click on 'Royal Mail Tracked and Tracked Returns Reporting Tool'.
- Log in with your username & password.

The Sales Order Summary Report provides you with an overview of your parcels billed under a Sales Order including parcels signed for and those with SMS/email notification requested.

To access this report press the Sales order summary reports menu option. Select a data range for your report and press the View Report button.

The report will appear below.

Pre-advised number	Date raised	Contract number	Product code	Parcels billed	Parcels overweight	Parcels oversized	Parcels signed for	Parcels requesting notification
697	19/08/2015	426039TN	TPN	1528	0	0	0	0

If you would like to Export the report as an excel document press the 'Create Excel Report' link at the top of the page.

You will be prompted to Open or Save the document.

The Excel download drills down to individual parcel level.

What does it mean?

- Details for all items included in a sales order.
- If you submit numerous preadvice files each day then this increases the amount of sales orders, so submitting a single file each day makes it much easier for you to reconcile sales orders and invoices.

Royal Mail		Billing Detail Report	
Customer Name	TEST	Product Specification	
Date Raised	07/05/2015	Weight	15.0kg or 15000grams
Order Number	7012345678	Size	0.045m3 (45 litres)
Account Number	123456000		
Contract Number	525252TL		
Preadvice Number	1366		
Product Code	TPL		
Total Number of Items Billed	4248		

Individual items relating to this Sales Order	
JL100000000GB	
JL100000001GB	
JL100000002GB	
JL100000003GB	
JL100000004GB	
JL100000005GB	

Royal Mail		Sales Order Detail Report	
Customer Name	TEST	Product Specification	
Date Raised	07/05/2015	Weight	15.0kg or 15000grams
Order Number	7012345678	Size	0.045m3 (45 litres)
Account Number	123456000		
Contract Number	525252TL		
Preadvice Number	1366		
Product Code	TPL		
Total Number of Items Billed	4248		

Items Overweight	0	Items Oversize	0	Items with Signature	0	Items Requesting Notification Package	4248
Weight (g)		Dimensions (mm)	Length Width Height m3				
						JL100000000GB	
						JL100000001GB	
						JL100000002GB	
						JL100000003GB	
						JL100000004GB	
						JL100000005GB	
						JL100000006GB	